

QAR Form
QUALITY ASSURANCE REVIEW FOR EXTERNAL PROJECT
(Contract, Work Assignment, Delivery Order)

Copies of this signed form must be: a) included with the procurement request, b) sent to the Contract Office, and, c) placed on file with the QA Manager.

I. GENERAL INFORMATION

Descriptive Title:

Sponsoring Program Office:

For projects involving modeling or environmentally related data:

Percentage of resources (\$) to be used for QA:

Approximate Dollar Amount:

Duration:

II. DOES THIS ASSISTANCE AGREEMENT ENTAIL MODELING OR ENVIRONMENTAL DATA. <i>(If yes, complete Sections III and IV of this form. If no, sign this form and submit it with the decision memorandum)</i>		Yes	No
III. QUALITY ASSURANCE REQUIREMENTS <i>(Projects involving modeling or environmentally related data)</i>			
a.	A written quality management plan (QMP) documenting the commitment of the fund recipient's management to meet the QA requirements of the scope of work shall be included in the proposal.		
b.	A written QA Project Plan (QAPP) shall be submitted with the proposal		
c.	A written QA Project Plan (QAPP) shall be submitted before starting data collection		
d.	Demonstration of measurement capability using performance samples provided by the Agency shall be required as evaluation criteria (see Section IV)		
e.	An on-site evaluation of the fund recipient's facilities will be made to ensure that a QA system is operational and is adequate for successful completion of this project (see section IV).		
f.	QA reports will be required (see Section IV).		
g.	For projects entailing use of existing environmental data, a plan for assessing their quality to determine whether or not they meet quality criteria established for this project shall be either submitted as part of the proposal or as a deliverable.		

h.	For projects entailing modeling, the fund recipient shall demonstrate the validity of the model or its application to this project as part of the <i>proposal</i> or as a <i>deliverable</i>		
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IV. SCHEDULE OF PERFORMANCE EVALUATIONS, QA AUDITS, AND QA REPORTS *(For projects involving modeling or environmentally related data, additional rows may be added).*

Parameter Measured	QA Reference Sample or Device	Split Samples for Cross-Comparison	Required for Preaward	Frequency During Implementation

V. DETERMINATION *(For projects involving modeling or environmentally related data).*

QA System Audits are required: ☐ No ☐ Yes ☐ Preaward ☐ Postaward

QA Reports are required: ☐ with Progress Report ☐ with Final Report

Other QA requirements ☐ No ☐ Yes, see attachment.

The signatures below verify that the QA requirements have been established if needed.

Project Officer

Signature **Date**

QA Coordinator

QA Officer

Signature **Date** **Signature** **Date**

After signature, a copy of this form must be included with the decision memorandum and sent to the Contract Office and a copy placed on file with the QA Officer. For a project cost not to exceed \$250,000 QA Officer's signature is not required.